

CARLSBAD CITY LIBRARY

POLICY ON DISPLAY AND DISTRIBUTION OF MATERIALS

The library's mission and vision is to foster learning opportunities for the community. Consistent with that mission and vision, only announcements and literature published by non-profit organizations engaged in educational and cultural activities in Carlsbad and in the Carlsbad area will be considered for display.

The library has a limited amount of space available for the display and distribution of announcements and literature. Materials that fall into these categories must be submitted to Library Administration for approval. Materials posted or left for free distribution without approval will be discarded.

The provision of display space for public use does not constitute library endorsement of the views advocated in these displays. The Library is not responsible for the preservation or protection of materials posted or placed for free distribution.

Since display space is limited, it may not always be possible to distribute all announcements and publications that fall into the above categories. The following priorities will be used to determine which items will be distributed:

1. Materials produced by the library and the City of Carlsbad.
2. Information and instructional materials from federal, state, and local government agencies, including schools and colleges.
3. Announcements of public events to be held in Carlsbad.
4. Announcements of public events to be held in the Carlsbad area.

Non-library or non-City materials will be displayed for a minimum of 1 week and a maximum of 4 weeks, subject to the above priorities. Display periods may be extended on a space available basis, subject to the above priorities.

A decision regarding the display or distribution of materials may be appealed in writing to the Library Director within 5 business days of its making. The Library Director, whose decision will be final, will process the appeal within 10 business days, or other mutually agreed upon time period.